

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: January 30, 2024

* PERSONNEL ACTION CODE:

- A - Appointment
- T - Transfer
- P - Promotion
- D - Demotion
- R - Reclassification
- E - End of Probation
- S - Separation
- O - Other

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Evans, Melissa	County Treasurer	2-05-24	Clerk II	\$18.68/hour		A	Job Vacancy Posted 12-13-23. Entry Level Salary: \$18.68/hour.
Jensen, Brenda	Building Services	2-05-24	Custodian	\$16.79/hour		A	Job Vacancy Posted 1-10-24. Entry Level Salary: \$16.79/hour.

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR: Melissa Thomas HR Director

The above and foregoing having been submitted is disposed of as follows:

VOTE

JAN 30 2024

OK Sam & Ben NO _____

OK [Signature] NO _____

OK [Signature] NO _____

OK [Signature] NO _____

OK _____ NO _____